

Approved For Release 2002/06/14 : CIA-RDP82-00357R000600160003-0

B. EVALUATION OF PERFORMANCE

Rate the officer on each of the following aspects of his performance. Each aspect is represented by a continuous scale. Record your rating by placing an (X) at the position on each scale which most accurately indicates the officer's performance during the rating period. Each rating must be followed by an explanatory statement which relates it to the job function and requirements as stated in A. Give supporting examples.

1. WORK PERFORMANCE

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Failed to meet some
basic requirements.

Met all important
requirements.

Outstanding in most
requirements.

2. PERSONAL QUALITIES

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Failed to meet some
basic requirements.

Met all important
requirements.

Outstanding in most
requirements.

☐ DEPARTMENT OF STATE ☐ U.S. INFORMATION AGENCY
OFFICER EVALUATION REPORT, Part I

FOREIGN SERVICE OFFICERS
FOREIGN SERVICE INFORMATION OFFICERS
FOREIGN SERVICE RESERVE OFFICERS
FOREIGN SERVICE STAFF OFFICERS, FSS 1-6

CHECK ONE BOX

☐ REGULAR
REPORT

☐ PROBATIONARY
REPORT

INTERIM REPORT

☐ DEPARTURE OF RATED OFFICER

☐ DEPARTURE OF RATING OFFICER

☐ CHANGE OF DUTY

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| NAME OF OFFICER BEING RATED | | CLASS | FUNCTIONAL TITLE |
| POST OR ORGANIZATION | | DATE OF REPORT | PERIOD COVERED |
| RATING OFFICER | | REVIEWING OFFICER | |
| SIGNATURE | | SIGNATURE | |
| TYPED NAME | | TYPED NAME | |
| TYPED CLASS AND TITLE | | TYPED CLASS AND TITLE | |
| I have read and received a copy of Part I of this report. I understand that I may submit a statement for the record if I so desire. | DATE | SIGNATURE OF RATED OFFICER | |

GENERAL INSTRUCTIONS

Prepare in QUADRUPLICATE: original and one copy for the personnel office of the agency concerned, a copy for the post or office file, and a copy for the rated officer. Part II is to be prepared at the same time, but in TRIPLICATE only.

A. OFFICER'S POSITION

Where does the position fit in the staffing pattern? What were the major duties of the job during the rating period? State the number and type of personnel supervised by the officer. What are the professional skills and personal qualities required for the best possible performance in the job? Describe your official relationship with the officer.

LIMITED OFFICIAL USE (When Completed)

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| <input type="checkbox"/> DEPARTMENT Approved For Release 2002/06/14 : CIA-RDP82-00357R000600160003-0 | | <input type="checkbox"/> REGULAR REPORT <input type="checkbox"/> PROBATIONARY REPORT <input type="checkbox"/> INTERIM REPORT <input type="checkbox"/> DEPARTURE OF RATED OFFICER <input type="checkbox"/> DEPARTURE OF RATING OFFICER <input type="checkbox"/> CHANGE OF DUTY | |
| OFFICER EVALUATION REPORT, Part II FOREIGN SERVICE OFFICERS FOREIGN SERVICE INFORMATION OFFICERS FOREIGN SERVICE RESERVE OFFICERS FOREIGN SERVICE STAFF OFFICERS, FSS 1-6 | | | |
| NAME OF OFFICER BEING RATED | | CLASS | |
| POST OR ORGANIZATION | | DATE OF REPORT | |
| RATING OFFICER | | REVIEWING OFFICER | |
| SIGNATURE | | SIGNATURE | |
| TYPED NAME | | TYPED NAME | |
| TYPED CLASS AND TITLE | | TYPED CLASS AND TITLE | |

GENERAL INSTRUCTIONS

Prepare in TRIPLICATE: original and one copy for the personnel office of the agency concerned and a copy for the post or office file. Part II will be written and reviewed by the same officers who prepared Part I, and will be attached to and submitted with it.

Purpose

Part II is a written evaluation of the officer's capacity for growth, his leadership qualities, his ability to assume higher level responsibilities, and any factors which might limit or enhance his advancement. It is not an evaluation of the officer's performance in any particular job during a particular rating period, although the appraisal must necessarily be based in part on an observation of the officer's performance and must bear a close relationship to the evaluation of that performance in Part I.

Discussion and Disclosure

This section of the report will not be shown to the rated officer at the time it is prepared. He will subsequently be authorized to see it in Washington after either he or the rating officer has been transferred from the post where it was prepared. Additionally he will be authorized to see it or, if in the field, receive a summary of it if a Selection Board has ranked him in the low 3 percent of his class.

The restriction on disclosure is not intended to discourage discussion between supervisor and subordinate of matters covered in this report, particularly when such discussion and guidance could assist the subordinate in self-improvement efforts. On the contrary, supervisors are obliged to counsel persons under their responsibility. Occasionally, however, some factors, traits, or limitations, though they form a necessary part of appraisal of an officer's potential, may be beyond his power to alter or control; in such cases a discussion of them with him might serve no useful end, and may even be counter-productive. In summary you are obliged to report your appraisal of the officer's potential fully and candidly; you are also obliged to counsel him on all matters which lend themselves to such discussion.

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A. GROWTH CAPACITY

Comment on any factors that might have a significant bearing, positive or negative, on the officer's potential to assume greater responsibility, with particular attention to assignability at the next higher grade. Indicate in specific terms what assignments and further training would contribute to realization of the officer's growth potential over the next 5 years.

B. PROMOTION

Probationary Officers

(Check one box for each question)

Should officer be retained in Service?

Yes No

☐ ☐

Should officer be promoted at this time?

☐ ☐

Other Officers

(Check one box)

Recommended for promotion by current year's Selection Boards.

☐

No recommendation at this time.

☐

(Explain Recommendations)

C. REVIEWING OFFICER'S STATEMENT

- State whether you concur in the rating officer's appraisal of the officer's potential, adding your own assessment as appropriate. Indicate specifically whether you concur in any recommendation for promotion.

3. EFFECTIVENESS OF COMMUNICATION

(Discuss both a. and b. in supporting narrative)

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a. Written Expression

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Failed to meet some
basic requirements.Met all important
requirements.Outstanding in most
requirements.

b. Oral Expression

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4. EFFECTIVENESS IN RELATIONS WITH OTHERS (Discuss both a. and b. in supporting narrative)

a. Relations with Americans

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Failed to meet some
requirements.Met all important
requirements.Outstanding in most
requirements.

b. Relations with Foreigners

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5. EXECUTIVE ABILITY

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Failed to meet some
basic requirements.Met all important
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6. SUMMARY COMMENTS

Assess the officer's overall performance during the rating period, bringing out both his major strengths and areas where improvement is needed. Do not merely repeat the points made in Sections 1-5. The assessment should provide a picture of the whole officer in the setting of his present job.

C. DISCUSSION WITH RATED OFFICER

State the frequency and content of discussions you have had with the officer during the rating period in which you explained what you expected from him, in general and specific terms, and reviewed his performance pointing out, in particular, areas where improvement was needed or possible. Describe the specific steps you have taken to help him improve his performance. How did the officer react to these discussions at the time, and how effective were they in terms of his subsequent performance?

D. REVIEWING OFFICER'S STATEMENT

State whether you consider that the rating officer's report provides a full, fair evaluation of the officer's performance. In doing so state how closely you observed the officer's work and comment both on the adequacy of the supervision provided by the rating officer and on the general working relationship. Approved For Release 2002/06/14 : CIA-RDP82-00357R000600160003-0